PROCUREMENT CIRCULAR NO. 2002-03

TO: All Chief Procurement Officers:

Judiciary Senate

House of Representatives Office of Hawaiian Affairs Department of Education City & County of Honolulu

County of Hawaii County of Maui County of Kauai Honolulu City Council Hawaii County Council Maui County Council Kauai County Council

Honolulu Board of Water Supply Hawaii Department of Water Supply Maui Department of Water Supply

Kauai Department of Water All Executive Departments

Hawaii Health Systems Corporation

University of Hawaii

FROM: Aaron S. Fujioka, Administrator

SUBJECT: ACCESSING PUBLIC AND PROCUREMENT NOTICES ON THE INTERNET

Attached for your information is the State Procurement Office Price List No. 02-31 for Statewide Publication of Public and Procurement Notices, issued jointly by this office and the State Comptroller. It provides that all State and county government agencies shall comply with the "public notices" portion of the price list, pursuant to HRS §1-28.5. It further explains that "government agency" means each department, board, commission, or officer of the state or any of its political subdivisions. For the "procurement notices" portion of the price list, purchasing jurisdictions participating in this price list are required to publish their procurement notices according to the terms of the price list.

PROCUREMENT CIRCULAR NO. 2002-03 May 15, 2002 Page 2

The price list became effective on April 1, 2002 and was awarded to five newspapers:

Hawaii Tribune-Herald (Hilo) West Hawaii Today (Kona) The Maui News (Maui) The Garden Island (Kauai) Honolulu Star Bulletin (Oahu)

Notices that require statewide publication must be published in all five newspapers, while a notice specific to a county is generally required to be published only in that county's newspaper.

The notices that appear in the newspaper are also available for viewing at each newspaper's website. The websites categorize the notices into <u>public notices</u> (i.e. public hearing, personnel vacancies, etc.) and <u>procurement notices</u>. The following website addresses link to all newspaper websites:

- 1) http://governmentnotices.state.hi.us: State's webpage on State and County Public and Procurement Notices.
- 2) http://www.state.hi.us: State of Hawaii homepage 1) Click on "Government in Hawaii", 2) Click on "State/County Government Notices" found in the lower right hand corner of the page, and 3) Select the island or newspaper to view the notices.
- 4) www.state.hi.us/bids/notice01.htm: State Procurement Office (SPO) webpage. Click on the highlighted "State/County Government Notices Page" in the first paragraph to link to the newspaper websites.

The SPO webpage is a listing of <u>procurement</u> notices to which agencies voluntarily post procurement notices, therefore it is a partial listing. At this website, however, vendors may view copies of the solicitations that agencies elect to post.

Please feel free to contact me at (808) 587-4700 should you have any questions or your staff may contact Cara Sakata at (808) 586-0563.

Attachment

STATE OF HAWAII STATE PROCUREMENT OFFICE HONOLULU, HAWAII

May 10, 2002

TO: Executive Branch County of Hawaii

Department of Education Hawaii County Council

Office of Hawaiian Affairs Hawaii Dept. of Water Supply

Judiciary

Senate County of Maui
House of Representatives Maui County Council
Hawaii Health Systems Corporation Maui Dept. of Water Supply

City and County of Honolulu County of Kauai
Honolulu City Council Kauai County Council

Honolulu Board of Water Supply Kauai Dept. of Water Supply

FROM: PROCUREMENT OFFICER

SUBJECT: Change No. 3

SPO Price List No. 02-31

Statewide Publication of Public and Procurement Notices

(IFB-02-064-SW)

•The following changes are hereby made:

1) **ON-LINE ORDERING:**

On-line ordering is now active for all newspapers. The web site address to access on-line ordering is: **governmentnotices.state.hi.us**. Click on "On-Line Order Form".

When ordering on-line for the *Hawaii Tribune-Herald*, please save the attachment notice as "TEXT", then submit.

To use on-line ordering, agencies must first obtain a "logon account." To obtain the account, complete the attached <u>Internet Logon Request</u> form per the accompanying instructions and submit to:

Department of Accounting and General Services Information and Communication Services Division (ICSD) Public Information Access Section, Room B-20 Honolulu, Hawaii 96813

Agencies that require contractor's to publish notices in the newspaper (e.g. Notice of Road Closures, etc.) shall ensure that contractor's notices are placed in the State/County Government Notices section of the newspaper. Contractors may place notices directly with the newspapers on-line by using the following logon and password:

Logon: contractor Password: govnotice

2) TRANSMITTAL / ORDER FORM:

Replace the Transmittal / Order Form with the attached form, revised 5/10/02.

Number 2, Type of Notice, "Legal, Classified and Display" has been deleted.

*Information on how to access public and procurement notices on the Internet:

The notices that appear in the newspaper are also available for viewing at each newspaper's website. The websites categorize the notices into <u>public notices</u> (i.e. public hearing, personnel vacancies, etc.) and <u>procurement notices</u>. The following website addresses link to all newspaper websites:

- 1) http://governmentnotices.state.hi.us: State's webpage on State and County Public and Procurement Notices.
- 2) http://www.state.hi.us: State of Hawaii homepage 1) Click on "Government in Hawaii", 2) Click on "State/County Government Notices" found in the lower right hand corner of the page, and 3) Select the island or newspaper to view the notices.
- 3) <u>www.state.hi.us/bids/notice01.htm</u>: State Procurement Office (SPO) webpage. Click on the highlighted "State/County Government Notices Page" in the first paragraph to link to the newspaper websites.

Robert J. Governs, CPPB	

STATE OF HAWAII PUBLIC AND PROCUREMENT NOTICES TRANSMITTAL / ORDER FORM

Da	te:				_							
ТО	: PO#		Honolulu St	ar Bulletin	Fax No.	808 529-	4826					
	PO#		Hawaii Tribi	une-Herald	Fax No.	808 969-	9100					
	PO#		West Hawa	ii Today	Fax No.	808 329-	3659					
	PO#		The Maui N	ews	Fax No.	808 242-	6389					
	_		The Garden		Fax No.	808 245-	5286					
FR	OM:	Or Str Co Ph	dering Dept./ reet Address: ontact Person one:	Agency/Othe	e notice):		F					
		E-I	Mail:	*****								
					R INFORM		• •					
1.	Date(s) o	f pub	olication:									
			olication: e: O Publi				Procu			otice	3	
2.	Type of N	otice		c Notice:		0	Procu	reme	nt No		<u> </u>	
2.	Type of N	otice	e: O Publi	c Notice:	ice list paç	O ge 4, PLA	Procu	reme	nt No		5	
 3. 	Type of N Method of	otice sub	e: O Publi	c Notice: e (Refer to pr □ Har	ice list paç nd delivery	O ge 4, PLA /	Procu	reme	nt No		3	
 3. 4. 	Type of N Method of Number o	sub	e: O Publi mitting notice	c Notice: e (Refer to pr □ Har blication req	ice list paç nd delivery	O ge 4, PLA /	Procu	reme	nt No		6	
 3. 4. 5. 	Type of N Method of Number o Proofs are	otice sub f affi req	e: O Publi mitting notice FAX davit(s) of pu uested: Ye than standar	c Notice: e (Refer to pr la Har ublication reques	ice list pag nd delivery uired: □ No	〇 ge 4, PLA /	Procu	reme OF C	nt No	ER):		NG OF
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 3. 4. 6. 	Type of N Method of Number o Proofs are Specify "o ORDER, Billing add	sub f affi req	e: O Publimitting notice FAX davit(s) of puuested: Ye than standary body.):	c Notice: e (Refer to pr lar har blication reques d copy body	ice list pag nd delivery uired: □ No ', if require	O ge 4, PLA / ed (Refer	Procu ACING to pric	reme OF C	nt No	ER):	PLACI	
 3. 4. 6. 	Type of N Method of Number o Proofs are Specify "o ORDER, Billing add Contact p	sub f affi req ther Cop	e: O Publismitting notice FAX davit(s) of pure steed: Ye Ye than standary body.):	c Notice: e (Refer to pr land Hare eblication reques ed copy body' from above): he billing):	ice list pag nd delivery uired: □ No ', if require	O ge 4, PLA / ed (Refer	Procu ACING to pric	of C	page	ER):	PLACI	

Public & Procurement Notices ORDER FORM (Revised 5/10/02)

	☐ Other:
9.	Dept./agency reference no. (if required)

SPO Form-5 (Rev. 7/1/95)

INFORMATION AND COMMUNICATION SERVICES DIVISION

INTERNET LOGON REQUEST

Note: Form must be typewritten. Please allow five days for processing. Section A ☐ Windows Server UNIX Server Server/Services: ☐ State E-Mail ☐ Web Application Name: State/County Government Notices ON-LINE FORM ☐ ADD ☐ CHANGE Action Type: ☐ DELETE Section B **DATA PROCESSING COORDINATOR INFORMATION** Name: Dept./Div.: E-Mail Address: Phone: Signature of DP Coordinator: Date: Section C **USER LOGON INFORMATION** First Name: M.I.: Last Name: Dept./Div./Br./Sec. E-Mail Address: Phone: Fax: Section D Comments: **ICSD USE ONLY** *****DO NOT WRITE BELOW THIS AREA ***** Logon Name: Home Directory: User Identity (UID): Primary Group Name: Host: ICSD Authorization: Date: Work Completed By: Date Completed:

Instructions

The "INTERNET LOGON REQUEST" form is used to request for a logon account to a web server or a web-based service hosted by the Information and Communication Services Division.

Section A:

Indicate whether the logon is for:

NT Server For web site development, if the operating system platform you are requesting

is for Windows, check this box.

UNIX Server For web site development, if the operating system platform you are requesting

is for UNIX, check this box.

State E-Mail If you are requesting for an e-mail/POP3 mail account, check this box.

Web If you are requesting for a dial up PPP account, check this box.

Application If you are requesting a logon for a specific password protected service/application, select this box and identify the application.

Action Type Identify whether this request is to ADD/CHANGE/DELETE account

information.

Section B:

Should be filled out with the Departmental DP Coordinator data. Form must be signed, and the signed form (not a fax nor a xerox copy) must be sent to:

Department of Accounting and General Services Information and Communication Services Division (ICSD) Public Information Access Section, Room B-20 Honolulu, Hawaii 96813

Section C:

Complete the information about the person for whom the account is being created.

Section D:

Use this section to provide any additional details/explanations/configurations/etc. pertaining to the logon request.

STATE OF HAWAII STATE PROCUREMENT OFFICE HONOLULU, HAWAII

April 15, 2002

TO: Executive Branch County of Hawaii

Department of Education Hawaii County Council

Office of Hawaiian Affairs Hawaii Dept. of Water Supply

Judiciary

Senate County of Maui
House of Representatives Maui County Council
Hawaii Health Systems Corporation Maui Dept. of Water Supply

City and County of Honolulu County of Kauai
Honolulu City Council Kauai County Council

Honolulu Board of Water Supply Kauai Dept. of Water Supply

FROM: PROCUREMENT OFFICER

SUBJECT: Change No. 2

SPO Price List No. 02-31

Statewide Publication of Public and Procurement Notices

(IFB-02-064-SW)

The following changes are hereby submitted:

- 1) Replace the Transmittal / Order Form with the attached form, revised 4/15/02.
 - "Other" has been added to the FROM line.
 - ♦ Correction from Change No. 1 has been made to the fax number for *The Garden Isle*.
- 2) Replace Attachment E for Island of Kauai with the attached Attachment E, revised 4/15/02.
 - ♦ Howard Shenseki has been corrected to Howard Shinseki.
 - ◆ Correction from Change No. 1, 9:00 AM to **12 noon** has been made.

Robert J. Governs, CPPB

Change No. 2

SPO Price List No. 02-31 4/1/02 to 3/31/03

ISLAND OF KAUAI

Newspaper:	The Garden Island				
Frequency of publication:	Daily (Sunday through Saturday), morning paper				
<u>Unit price:</u> Monday through Saturday: \$ Sunday:	\$9.79 per single column inch per insertion; \$9.98 per single column inch per insertion based on a single column measuring 1-1/2"				
Font type:	New Century Schoolbook regular				
Affidavit charges:	No charge for first affidavit; \$5.00 per additional				
Issue Purchase Order to:	Kauai Publishing Company dba The Garden Island 3137 Kuhio Highway, Lihue, HI 96766				
Remittance address:	same as above				
Contact person:	Howard Shinseki				
<u>Telephone</u> : <u>Fax</u> : <u>E-mail</u> :	(808) 245-3681, ext. 235 (808) 245-5286 giads@aloha.net				
Deadline for submittal of order:					
Minimum number of working	days: 3				
Due Days and Time for the D	Days of Publication:				
- <u>Legal, Classified ar</u>	nd Display Notices – one proof:				
<u>Day of Publication:</u> Due on: Time:	M T W TH F Sat. Sun. W TH F M T T W 12 noon for all deadlines				

STATE OF HAWAII PUBLIC AND PROCUREMENT NOTICES TRANSMITTAL / ORDER FORM

Date	e :			<u></u>		
TO:	PO#		Honolulu Star Bulletin	Fax No. 808 529	9-4826	
	PO#		Hawaii Tribune-Herald	d Fax No. 808 969	9-9100	
			West Hawaii Today	Fax No. 808 329	9-3659	
	PO#_		The Maui News	Fax No. 808 242	2-6389	
	PO#_		The Garden Isle	Fax No. 808 245	5-5286	
	PO#_					
FRO	OM:		rdering Dept./Agency/Orreet Address:			
		Co	ontact Person (handling	the notice):		
		Ph	none:	<u></u>	Fax:	
		E-	Mail:		_	
			***	*****	* * *	
		_		ER INFORMATION		
2.	Date(s) of	f pul	blication:			
2. 1	Type of No	otice	e: O Public Notice:	□ Legal□ Classified□ Display	O Procurement Notices	
3. N	Method of	sub	omitting notice (Refer to	price list page 4, PL	ACING OF ORDER):	
			□ FAX □ H	land delivery		
4. 1	Number o	faff	idavit(s) of publication re	equired:		
5. F	Proofs are	rec	quested: □ Yes	□ No		
	. Specify "other than standard copy body", if required (Refer to price list page 4, PLACING OF ORDER, <u>Copy body</u> .):					
7. E	Billing add	res	s (if different from above	e):		
	Contact p	erso	on (handling the billing):			
	Phone: _			FAX:		
8. (Other Pay	mer	nt method: 📮 Purchas	sing/Credit Card No.		

☐ Other:	
10. Dept./agency reference no. (if required)	

SPO Form-5 (Rev. 7/1/95)

STATE OF HAWAII STATE PROCUREMENT OFFICE HONOLULU, HAWAII

April 1, 2002

TO: Executive Branch County of Hawaii

Department of Education Hawaii County Council

Office of Hawaiian Affairs Hawaii Dept. of Water Supply

Judiciary

Senate County of Maui
House of Representatives Maui County Council
Hawaii Health Systems Corporation Maui Dept. of Water Supply

City and County of Honolulu County of Kauai
Honolulu City Council Kauai County Council

Honolulu Board of Water Supply Kauai Dept. of Water Supply

FROM: PROCUREMENT OFFICER

SUBJECT: Change No. 1

SPO Price List No. 02-31

Statewide Publication of Public and Procurement Notices

(IFB-02-064-SW)

The following changes are hereby submitted:

1) For the island of Kauai, the time of deadline for submittal of orders is changed:

FROM: 9:00 AM **TO: 12:00 NOON**

2) On the Transmittal / Order Form, please change *The Garden Isle* fax number:

FROM: (808) 245-5266 **TO: (808) 245-5286**

Robert J. Governs, CPPB
Procurement Officer

STATE OF HAWAII

STATE COMPTROLLER

AND STATE PROCUREMENT OFFICE

SPO Price List No. 02-31 (All Islands)

STATEWIDE PUBLICATION OF PUBLIC AND PROCUREMENT NOTICES (IFB-02-064-SW)

*April 1, 2002 through March 31, 2003

*Agencies requiring publication of notices on the effective date of this price list, April 1st, must consider the lead-time required for each newspaper. Refer to the "Deadline for submittal of order" on the attached information sheet for each vendor (Attachments A-E). For example, to publish a legal notice in the *Honolulu Star Bulletin* on Monday, April 1st, agency has to submit its notice to the newspaper by 4:30 p.m. Thursday, March 28th.

This price list is issued jointly by the State Comptroller and the State Procurement Office:

- 1. The State Comptroller, pursuant to §1-28.5 and chapter 103D, Hawaii Revised Statutes (HRS), has determined that a "government agency" shall publish its **public notices** in the newspapers listed herein.
 - All State and county government agencies pursuant to §1-28.5, HRS shall comply with this price list. As defined in §1-28.5, HRS, "government agency" means each department, board, commission, or officer of the State or any of its political subdivisions.
 - This price list replaces Comptroller's Memo No. 2002-10 including all previously issued memos for the publication of State and County government public notices.
- 2. The State Procurement Office, pursuant to §3-122-24, Hawaii Administrative Rules (HAR) and chapter 103D, HRS, has established contracts with the newspapers listed herein for the publication of **procurement notices**.

Agencies of the following purchasing jurisdictions, statewide, are required to purchase procurement notices from this price list:

- Executive Branch agencies
- Department of Education
- Office of Hawaiian Affairs
- •Hawaii Health Systems Corporation
- Judiciary
- Senate
- House of Representatives

- •County of Hawaii
- •Hawaii County Council
- •Hawaii Dept. of Water Supply
- County of Maui
- Maui County Council
- •Maui Dept. of Water Supply
- City and County of Honolulu
- •Honolulu City Council
- Honolulu Board of Water Supply
- County of Kauai
 - •Kauai County Council
 - •Kauai Dept. of Water

POINTS OF CONTACT. Direct questions on the services listed to the respective vendors.

- 1. <u>Public Notices.</u> Direct questions or concerns to Cara Sakata of the State Procurement Office at the telephone and fax numbers, and e-mail address below under Executive branch jurisdiction.
- 2. <u>Procurement Notices.</u> Direct questions or concerns as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	Cara Sakata	586-0563	586-0570	cara_sakata@exec.s
				tate.hi.us
DOE	Dennis Kajikawa	675-0130	675-0133	dennis kajikawa@n
				otes.k12.hi.us
OHA	Joan Bolte (Leave)	594-1999	594-1865	joanb@oha.org
	Aulani Austin (Interim)	594-1999	594-1865	aulania@oha.org
HHSC	Al Neves	928-2024	928-8980	aneves@hhsc.org
Judiciary	Newton Sakamoto	538-5805	538-5802	Newtonsakamoto@y
				ahoo.com
Senate	Paul T. Kawaguchi	586-6720	586-6719	Senclk@capitol.haw
				<u>aii.gov</u>
	Carol Taniguchi	586-6720	586-6719	c.taniguchi@capitol.
				hawaii.gov
	Deborah Aki	586-6765	586-7229	wikander@capitol.ha
				waii.gov
House	Patricia Mau Shimizu	586-6400	586-6401	adele@capitol.hawai
		500 4705	507.0004	<u>i.gov</u>
Honolulu City	Earl Goro	523-4795	527-6834	egoro@co.honolulu.
and County		500 4040	500 4000	hi.us
Honolulu	Clayton Wong	523-4848	523-4220	cwong@co.honolulu.
Council		507 5050	507.0455	hi.us
Honolulu Board	Calvin Okamoto	527-5253	527-6155	cokamoto@hbws.org
of Water Supply	Craig Nohm	527-5253	527-6155	cnahm@hbws.org
Hawaii County	Craig Nahm Bill Gray	961-8231	961-8248	bill gray@co.hawaii.
& Council	Bill Gray	901-0231	901-0240	hi.us
Hawaii Depart.	Craig Shimabukuro	961-8020	961-8031	cshimabukuro@haw
of Water Supply	Craig Shirilabukuro	901-0020	901-0031	aiidws.org
Maui County	Greg King	270-7488	270-7138	greg.king@co.maui.
Ividui County	Greg King	270-7400	270-7130	hi.us
	Bruce Milliken	270-7489	270-7138	bruce.milliken@co.m
	Brass Willinger	2707100	2707100	aui.hi.us
	Faye Okazaki	270-7492	270-7138	faye.okazaki@co.ma
	i ayo onazani	2707102	2707100	ui.hi.us
Maui Council	Frances Hirano	270-7838	270-7686	frances.hirano@co.
maar ooarron	i ranses i mane	2.0.000		maui.hi.us
Maui Depart. of	Mike Quinn	270-8013	270-7136	michael.quinn@co.m
Water Supply				aui.hi.us
Trace: Cappiy	Kenneth L. Bissen	270-7684	270-7684	ken.bissen@co.maui
	133 2. 2.333			.hi.us
Kauai County	Florence Kakuda	241-6294	241-6297	fkakuda@kauaigov.c

Jurisdiction	Name	Telephone	FAX	E-mail
	Elmer Muraoka	241-6295	241-6297	om emuraoka@kauaigo v.com
Kauai Council	Peter Nakamura Aida Okasaki	241-6288	241-6349	council@aloha.net
Kauai Depart. of Water	Clarita M. Remigio	245-5423	245-5813	cremigio@kauaiwate r.org
	Melodie J. Schnardthorst	245-5426	245-5813	mschnardthorst@ka uaiwater.org

EXCEPTIONS TO THE PRICE LIST.

Price list exceptions shall be requested as follows:

- 1. **Public Notices**. Submit SPO Form-5A, copy attached, to the State Comptroller, c/o the State Procurement Office, FAX No. (808) 586-0570.
- 2. **Procurement Notices**. Executive branch agencies, submit SPO Form-5, copy attached, to the State Procurement Office, FAX No. (808) 586-0570. Agencies of other purchasing jurisdictions, follow procedures established by your Chief Procurement Officer.

VENDORS: Refer to the <u>Attachments A-E</u>.

<u>Vendors</u>

Island of Oahu: Honolulu Star Bulletin

Island of Hawaii-Hilo: Hawaii Tribune-Herald
Island of Hawaii-Kona: West Hawaii Today
Islands of Maui, Molokai, Lanai: The Maui News

Island of Kauai: Kauai Publishing Company dba The Garden Island

VENDOR CODES for annotation on purchase orders are obtained from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order. Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

HOW TO MEET LEGAL REQUIREMENTS FOR COUNTYWIDE OR STATEWIDE PUBLICATION. Countywide publication of notices shall be met by placing the notice in the local newspaper for that county or island. Statewide publication of notices shall be met by placing the notice in all five (5) island/county newspapers.

COST. The unit price is the cost of a single column width per inch per insertion and is exclusive of the 4% Hawaii General Excise tax which agencies are advised to add to their purchase order total. Refer to Attachments A-E for the unit price and the size of the column width for each newspaper.

For a multiple insertion notice, if an insertion is cancelled in time for the newspaper to withdraw the notice from publication, the Contractor shall only be compensated for the actual number of insertions published.

TYPE OF NOTICES. Public notices shall be in the form of either legal, classified, or display notices. Procurement notices shall be legal notices.

PLACING OF ORDERS:

<u>Order Form.</u> Until further notice, orders may be placed by FAX or hand delivery, using the **attached** Public and Procurement Notices Transmittal/Order Form. In the near future, instructions for ordering on-line will be issued.

Notices submitted in electronic format shall be in Word saved as TXT. For *Hawaii Tribune-Herald*, submit in Word saved as "asciitext".

<u>Copy Body</u>. *Unless otherwise requested by the agency*, a standard copy body of 7.5 point type size and a heading and subject line of 8 point will be printed. <u>To obtain the larger 8, 9 or 10 point type size</u>, you must make a special request to the newspaper on the <u>Order Form</u>. Note that the cost of your notice for larger sized print will result in a higher cost as compared to the standard copy body.

<u>Affidavit of Publication</u>. Specify the number of affidavit(s) of publication required on the Order Form. The first affidavit is free of charge, however, there may be a charge for any additional copy. Refer to the Attachments A-E for cost of additional copies, if any.

PROOFS. When proofs are requested, the vendor shall first proofread and make necessary corrections before submitting to the agency. If required due to editing of the first proof by the agency, a second proof may be requested by the agency.

For larger notices, plan for sufficient lead-time to the newspapers if several proofs will be required.

ERRORS on the part of the vendor, such as error in the printed notice or a delay in scheduled publication, a corrected publication shall be printed in a timely manner satisfactory to the agency or a full credit shall be issued at the option of the agency.

WHERE TO FIND YOUR PUBLIC NOTICE:

Newspaper. Vendor will publish all public and procurement notices in one area designated for "State/County Government Notices". The newspaper's index will include a listing of "State/County Notices".

<u>Internet Posting</u>. In addition to publication in the newspaper, all notices will be posted on the internet accessible at governmentnotices.state.hi.us. <u>Public and procurement notices</u> will be posted for one (1) week from the day the notice is published in the newspaper, or if the notice is published more than one time, for one (1) week from the last day of publication.

SPO PL NO. 02-31 must be typed on purchase orders issued against this price list.

PRICE LIST AVAILABLE ON HAWAII FYI. Agency with a computer and modem may retrieve a copy of this price list via the State's Hawaii FYI electronic gateway by dialing the following modem number: Hawaii 974-6640 Kauai 274-3600

Maui 984-2000 Oahu 587-4800

At the main menu select *Hawaii Internet Services Menu*, then click on *State Price Lists* for the current listing. If assistance is required to access Hawaii FYI, call the ICSD Assistance Center at 586-1919 from Oahu and 1-800-252-1132 from the neighbor islands.

•	is available on the State Procurement Office https://www.ncsd/dags/spo.html .	webpage at
		GLENN M. OKIMOTO State Comptroller
		ROBERT J. GOVERNS, CPPB Procurement Officer
Attachments:	Attachments A-E (vendor information) Transmittal/Order Form SPO Form-5A (waiver for public notice) SPO Form-5 (waiver for procurement notice))

ISLAND OF OAHU

Newspaper: Honolulu Star Bulletin

<u>Frequency of publication</u>: Daily (Monday through Friday, afternoon paper; Saturday

and Sunday, morning paper)

<u>Unit price</u>: \$12.00 per single column inch per insertion based on a

single column width measuring 1-1/8"

Font type: Franklin Gothic

Affidavit charges: No charge for first affidavit; \$5.00 per additional

<u>Issue Purchase Order &</u> Honolulu Star Bulletin

Remittance to: 500 Ala Moana Blvd., Seven Waterfront Plaza, Ste. 500

Honolulu, HI 96813

Main Contact person: Lavonne Cuaresma: <u>lavonne@starbulletin.com</u>

Alternate Contact person: Casey Asuncion

<u>Telephone</u>: Lavonne (808) 529-4827 Casey (808) 529-4344

Fax: (808) 529-4826

E-mail: legals@starbulletin.com

Deadline for submittal of order:

Minimum number of working days: *

Due Days and Time for the Days of Publication:

-<u>Legal Notices</u>: *2

<u>Day of Publication</u>: <u>M T W TH F Sat. Sun.</u>

Due on: TH F M T W TH TH

Time: **4:30 PM** for all deadlines

-Classified Notices: *2

Day of Publication: M T W TH F Sat. Sun.

Due on: Sat. M T W TH F Time: **12 Noon** for Sat. deadline

4:30 PM for all other deadlines

-Display Notices: *3

Day of Publication: M T W TH F Sat. Sun.

Due on: TH F F M T W W

Time: **12 Noon** for TH and F deadlines **6:00 PM** for all other deadlines

ISLAND OF HAWAII--HILO

Newspaper:	Hawaii Tribune-Herald				
Frequency of publication:	Daily (except Saturday), morning paper				
Unit price:	\$14.00 per single column inch per insertion based on a single column width measuring 1-1/4"				
Font type:	New Century Schoolbook				
Affidavit charges:	No charge for first or additional copies				
Issue Purchase Order to:	Hawaii Tribune-Herald P. O. Box 767, Hilo, HI 96721				
Remittance address:	same as above				
Contact person:	Makanani Kaaua or Avery Silva-Tabuniar				
<u>Telephone</u> : <u>Fax</u> : <u>E-mail</u> :	(800) 548-1294 (808) 969-9100 hthadv@hawaiitribune-herald.com				
Deadline for submittal of order:					
Minimum number of working	<u>days</u> : 4				
Due Days and Time for the Days of Publication:					
- <u>Legal, Classified a</u>	nd Display Notices:				
<u>Day of Publication</u> : Due on:	M T W TH F Sun. T W TH F M T				

Time: 12:00 Noon for all deadlines

ISLAND OF HAWAII--KONA

West Hawaii Today

Frequency of publication: Daily (except Saturday), morning paper

<u>Unit Price</u>: \$9.65 per single column inch per insertion based on a

single column width measuring 1-9/16"

Font type: New Century Schoolbook

Affidavit charges: No charge for first two affidavits; \$5.00 per additional

Issue Purchase Order to: West Hawaii Today

P. O. Box 789, Kailua-Kona, HI 96745

Remittance address: same as above

<u>Contact person</u>: Lorelei Logan

 Telephone:
 (808) 329-9311

 Fax:
 (808) 329-3659

 E-mail:
 whtadv@aloha.net

Deadline for submittal of order:

Newspaper:

Minimum number of working days: 3

Due Days and Time for the Days of Publication:

-Legal, Classified and Display Notices:

Day of Publication: M T W TH F Sun.

Due on: W TH F M T

Time: 12:00 Noon for all deadlines

ISLAND OF MAUI

Newspaper: The Maui News

<u>Frequency of publication</u>: Daily (Sunday through Saturday), morning paper

<u>Unit price</u>: \$11.06 per single column inch per insertion based on a

single column width measuring 1-3/16"

Font type: Header—Times Bold; Body—Times Roman

Affidavit charges: No charge for first affidavit; \$5.00 per additional

<u>Issue Purchase Order to:</u> The Maui News

P.O. Box 550 Wailuku, HI 96793

Remittance address: 100 Mahalani Street, Wailuku, HI 96793

<u>Contact person</u>: Lana Kusunoki

<u>Telephone</u>: (808) 242-6333 <u>Fax</u>: (808) 242-6389

E-mail: prepress@mauinews.com

Deadline for submittal of order:

Minimum number of working days: 2

Due Days and Time for the Days of Publication:

-Legal, Classified and Display Notices:

Day of Publication: M T W TH F Sat. Sun.

Due on: Th F M T W W Th

Time: **3:00 PM** for all deadlines

ISLAND OF KAUAI

The Garden Island Newspaper: Frequency of publication: Daily (Sunday through Saturday), morning paper Unit price: Monday through Saturday: \$9.79 per single column inch per insertion; \$9.98 per single column inch per insertion based on a Sunday: single column measuring 1-1/2" New Century Schoolbook regular Font type: Affidavit charges: No charge for first affidavit; \$5.00 per additional <u>Issue Purchase Order to:</u> Kauai Publishing Company dba The Garden Island 3137 Kuhio Highway, Lihue, HI 96766 Remittance address: same as above Howard Shenseki Contact person: Telephone: (808) 245-3681, ext. 235 (808) 245-5286 Fax: E-mail: giads@aloha.net Deadline for submittal of order: Minimum number of working days: 3 Due Days and Time for the Days of Publication: -Legal, Classified and Display Notices - one proof: Day of Publication: Due on:

9:00 AM for all deadlines

STATE OF HAWAII PUBLIC AND PROCUREMENT NOTICES TRANSMITTAL / ORDER FORM

Da	te:			_		
TC	: PO#		Honolulu Star Bulletin	Fax No. 808 529-4826		
	PO#		Hawaii Tribune-Herald	Fax No. 808 969-9100		
	PO#		West Hawaii Today	Fax No. 808 329-3659		
	PO#		The Maui News	Fax No. 808 242-6389		
	PO#_			Fax No. 808 245-5286		
FR	OM:	Ord	dering Dept./Agency/Othedress:	er		
			ntact Person (handling thone:			
		E-N	Mail:			
			****	****		
			ORDER	INFORMATION		
3.	Date(s) o	f pub	lication:			
2.	Type of N	otice	: O Public Notice	O Procurement Notices		
3.	Method of	subi	mitting notice (Refer to pric	ce list page 4, PLACING OF ORDER):		
			☐ FAX	☐ Hand delivery		
4.	Number o	f affic	davit(s) of publication requ	uired:		
5.	Proofs are	e requ	uested: 🖵 Yes	☐ No		
6.	. Specify "other than standard copy body", if required (Refer to price list page 4, PLACING OF ORDER, Copy body.):					
7.	Billing add	dress	(if different from above): _			
	Contact p	erso	n (handling the billing): _			
	Phone: _		mont Notices	FAX:		
D	hiin O Dun			CDO DI No. 00 04		

Public & Procurement Notices ORDER FORM

SPO PL No. 02-31 4/1/02 to 3/31/03

8.	Other Payment method:	Purchasing/Credit Card No.					
		On Account No.					
		Other:					
11	11. Dept./agency reference no. (if required)						

STATE OF HAWAII REQUEST FOR AUTHORIZATION TO PURCHASE OUTSIDE OF THE SPO PRICE LIST FOR STATEWIDE PUBLICATION OF PUBLIC NOTICES, PURSUANT TO SECTION 1-28.5, HRS

(NOTE: SUBMIT THIS REQUEST TO THE STATE PROCUREMENT OFFICE- FAX NO. (808) 586-0570)

•			_		
TO:	State Comptroller				
ATTN.:	State Procurement Office				
FROM:					
	(State/County agency)				
Exceptio	on to purchase from a source other than th	ne appropriate price list vendor is requeste	ed as follows:		
Price List	st Vendor: tion:		Price List Unit Price:		
-					
			I		
Justificat needs):	tion to purchase from another source (why	y publication under the terms of the price	list cannot meet agency		
neeus).					
_					
	information, we propose to purchase the f Vendor:	publication as follows: Unit Pri	oo.		
ivallie 0	i vendor.	Onit Fit	c c .		
Direct qu	uestions to:	Phone:	Phone:		
Approva	al Recommended by:				
	Signature	Title	Date		
Recomn	nendation of SPO Staff: • Approval	☐ Disapproval	☐ No Action Required		
Commer	nts:				
	Signature	Title	Date		
	oig.idia.c		24.0		
ACTION	BY STATE COMPTROLLER:				
□ Ар	proved 🖵 Denied				
		State Comptroller	Date		
		·			

SPO Form 5-A (Rev. 04/02) Ref No. _____

STATE OF HAWAII REQUEST FOR AUTHORIZATION TO PURCHASE OUTSIDE OF STATE PROCUREMENT OFFICE PRICE LIST

TO: Chief Procurement Officer									
FROM:									
(Department/Division/Agency)									
Pursuant to § 3-121-6, HAR, exception is requested from Price List Number PL									
Price List Vendor:		Date:							
Whom Contacted:		 							
Item Number: Unit Price: Description:									
Justification for purchase outside of the price list:									
For your information, in place of the contracted item, we propose to									
Name of supplier Brand Name and N	umber:	Quantity / Unit Price 							
Direct succeions to:		Dhana							
Direct questions to:		Phone:							
Approval Recommended by:									
Signature	Title	Date							
Recommendation of Purchasing Staff: Approval Disapproval No Action Required									
Comments:									
Staff Supervisor Date Pure	chasing Specialis	st Date							

ACTION BY CHIEF PROCUREMENT OFFICER:

SPO REF. NO. _____

Appro	oved	Denied		
			Chief Procurement Officer	Date

SPO Form-5 (Rev. 7/1/95)